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UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

Administrative Bulletin

SUBJECT: Relations with Equipment Manufacturers

In his relations with equipment manufacturers and their representatives each member of the staff, in addition to the provisions of Title 8, Chapter 55, Section 1, Paragraph 2001, Administrative Regulations, U.S.D.A., entitled "Conduct That Might Cause Embarrassment to Department," shall comply with the following specific conventions:

1. If not available in the agency, information may be requested from a manufacturer in regard to equipment made by that manufacturer but not in regard to equipment made by another manufacturer.
2. Engineering or other technical computations and analyses concerned with general matters may be submitted to manufacturers or their representatives for review and criticism. Such criticisms should be given full consideration and retained in the records.
3. When a member of the staff is expected or has been assigned to prepare computations or analyses of material concerning any specific borrower or problem he shall not request or permit a manufacturer or his representatives to prepare such computations or analyses unless authorized by his division chief.
4. All manufacturers are entitled to and shall receive the same consideration and treatment; under no circumstances shall any partiality be shown a particular manufacturer.
5. This Bulletin supersedes all existing bulletins or parts thereof, if any, in conflict with its provisions.

Claude R. Wickard

Index:

Administrator

Equipment Manufacturers: Relations with
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